

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Human Services		
<b>Position Title:</b>	Behavioral Health Specialist	<b>Pay Grade:</b>	8	<b>FLSA:</b>	Non-Exempt
<b>Date:</b>	November 2014	<b>Reports To:</b>	Crisis Services Supervisor Mental Health/AODA Supervisor		

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**Purpose of Position**

The purpose of this position is to provide Mental Health Intervention services for Jefferson County Human Services consumers.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs crisis assessments / suicide risk assessments, evaluates client's safety to self and others through clinical interview and develops crisis plans and safety plans with the consumer to meet their safety needs.
- Provides on-going assessments, responding to crisis situations and linking consumer with resources in the community and other agency resources and develops and implements crisis plan determining effective strategies and interventions.
- Performs bio psychosocial assessments for mental health and substance abuse consumers and diagnoses the consumer for mental health and substance abuse, under the direction of the medical director.
- Provides case management as identified in the psychosocial assessment. Provides psychiatric medication case management under the supervision of the psychiatrist.
- Performs individual and group therapy for target population, as well as provides therapy to persons in the CCS program.
- Maintains knowledge of the applicable statutes, administrative codes, agency policies and procedures, administering substance abuse treatment per DHS 75 and mental health treatment per DHS 34 and 35. Adheres to the code of ethic standards.
- Completes progress notes that meet MA guidelines. Completes legal paperwork as needed for civil commitments, guardianships, protective placements or other legal proceedings for court. Completes accurate and timely documentation.
- Consults with medical director and supervisor regarding emergency or complex issues, consumer progress in treatment and questions of policy and procedure. Participates in clinical supervision with supervisor and medical director.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.
- Adheres to and promotes safety as a priority in the workplace.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Master's Degree in Social Work or related field, 3000 hours of post graduate, supervised clinical experience and professional licensure required. A valid motor vehicle operator's license or access to transportation required.

**Other Requirements**

**Training:** Complete 30 hours of continuing education to maintain license every 2 years. CEU™s to include training and education specific to working with children if applicable.

**Training:** Complete orientation and training for EMH services as defined in DHS 34.21 (8)

**Work Conditions:** Frequent exposure to physical and verbal abuse.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date